

**NAVAL SURFACE WARFARE CENTER  
CARDEROCK DIVISION  
WEST BETHESDA, MD AND PHILADELPHIA, PA**

**PERFORMANCE WORK STATEMENT  
FOR  
BASE SUPPORT SERVICES**

**SECTION C.2  
DEFINITIONS, ABBREVIATIONS AND ACRONYMS**

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FOR**

**SECTION C.2  
DEFINITIONS, ABBREVIATIONS AND ACRONYMS**

**SECTION C.2 DEFINITIONS, ABBREVIATIONS AND ACRONYMS**

General use definitions, abbreviations and acronyms are provided in Attachment C.2-01. Functional specific definitions, abbreviations and acronyms are provided as attachments in the respective functional areas of the PWS.

## **ATTACHMENT C.2-1. DEFINITIONS, ABBREVIATIONS AND ACRONYMS**

**ATTACHMENT C.2-1****DEFINITIONS, ACRONYMS AND ABBREVIATIONS****DEFINITIONS**

As Directed, As Required, As Permitted, Approved, Acceptance. Where these words or words of similar import are used, it shall be understood that the direction, requirements, permission, approval, or acceptance of the Contracting Officer is intended, unless stated otherwise.

Consumable Material. Material that is used for a contract that is unaccounted for such as rags, oil, nails, etc.

Contract Requirement. Represents a specific task to be performed under the contract.

Contract Start Date: The date at which the Service Provider begins the Phase in Period in preparation for full Contract performance.

Contracting Officer (KO). The Contracting Officer is a person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.

Customer. The functional element at an activity that benefits from the services provided by the Service Provider.

Designated Government Representative: An individual identified by Command Management and approved by the Contracting Officer to serve as a technical liaison between the Service Provider and the Contracting Officer.

Electronic Mail (e-mail). Includes the use of the Government's local and worldwide electronic networks for distribution of mail and other information in computer format.

Emergency Conditions. A life-threatening or security-threatening situation such as fires, bomb alerts, natural or man-made disasters.

Emergency Work. Work that requires an immediate action to correct failures or situations which constitute an immediate danger to personnel or threatens to damage property.

Facility. An establishment, structure, or assembly of units of equipment designated for a specific function.

Full Contract Performance Date. : The first day after the initial Phase in period and at which time the Service Provider shall provide a work force that is fully qualified and capable of performing all work required under this contract.

Government Representative. Person designated by the Contracting Officer, in writing, to be his authorized representative.

Government-furnished Property (GFP). Government-furnished Property includes all property in the possession of, or directly acquired by, the Government and subsequently made available to the Service Provider.

Hazardous Waste. A solid waste or combination of solid wastes which, because of its quantity, concentration, or physical, chemical, or infectious characteristics, may: (1) cause,

or significantly contribute to, an increase in mortality or an increase in serious irreversible, or incapacitating reversible, illness; or (2) pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Industrial Hygiene. Inspection of all operations to detect, identify and evaluate industrial hygiene hazards and make recommendations for corrective action.

Inspect. To examine thoroughly; to view closely in critical appraisal.

Maintenance. Work which is required to repair or maintain equipment systems in a safe, operational condition, or to restore these systems to initial or usable condition by overcoming the effects of wear and tear, disaster, damage or deterioration.

Materials. Material includes, but is not limited to, office supplies, other miscellaneous supplies, parts, subassemblies, raw materials, and other components and items utilized to accomplish work or services described in this Contract.

Maximum Allowable Deficiency Rate (MADR). The maximum percent defective (or maximum number of defects per hundred units) that can be considered as a satisfactory performance average. The Government will accept the great majority of lots provided percent defective (or defects per 100 units) in these lots are no greater than the designated value of MADR. However, the Service Provider shall not intentionally perform in a defective manner and shall re-perform any service found to be defective whenever possible.

Motor Vehicle Accident. Involves a DOD vehicle with \$2,000 property damage, a fatality, or lost time injury; or a private vehicle involving a fatality or injury to military personnel, on-duty DOD civilian personnel, or \$2,000 damage to DOD property.

Office Supplies. General office use materials such as copier paper, pens, writing pads, file folders, forms, etc. that are used in the performance of the administrative aspects of an operation. In some cases, office supplies are the primary materials consumed in an operation (i.e. secretarial, administrative assistant, supply clerk, etc.).

Preventive Maintenance. Periodic inspecting, cleaning, adjusting, lubricating, replacing filters, and making minor corrections to equipment and systems.

Quality Assurance (QA). A method used by the Government to provide quality control over purchased goods and/or services received.

Quality Assurance Evaluator (QAE). The Government's employee assigned responsibility for monitoring the Service Provider's performance.

Quality Control (QC). A method used by the Service Provider to control the quality of goods and services produced.

Quality Control Plan. A written description of the contract requirements focusing on the measurement of services delivered by the Service Provider.

Recyclable Waste. Waste material that can be transformed into new products in such a manner that the original product may lose its identity.

Required. Demanded as necessary or essential to the satisfactory operation of the equipment or system.

Response Time. The time specified for the Service Provider, after initial notification of a work requirement, to have a craftsman qualified for the required work physically at the job site, with the appropriate tools, equipment, parts, and materials, ready to perform the specified scope-of-work.

Service Provider. The private or public sector entity, including its employees, producing the products or performing the services required by this PWS under this contract.

Service Provider Employees. All Service Provider employees and subcontractor employees performing work on this contract.

Service Provider Property. All property owned by, or leased to, the Service Provider.

Service Provider Representative. The Project Manager, Superintendent, and/or Foreman who has the authority to act for the Service Provider in executing the contract. These personnel are assigned on-site to the project.

Shall. "Shall" is used only when a contract requirement, procedure, performance or work as described in this contract is mandatory. "Shall" as used throughout the contract, requires mandatory action by the Service Provider.

Shop Materials. Includes maintenance and repair-related consumables, repair parts, subassemblies, raw materials, and other components and items used in the maintenance and repair of the equipment, systems and structures. Repair-related consumables include such items as oils, lubricants, solder, etc.

Utilities. Pursuant to NAVCOMPT Manual Volume 3: A utility system is a steam and high temperature water system, water supply system, sanitary and/or combination sanitary storm system, industrial wastewater system, natural or manufactured gas system, compressed air system, wire communication system, electrical system, fire alarm system or a refuse collection system. Normally, the building constructed to house the plant, . . . will be considered together with the plant as a single facility. Also a building constructed to house pumps and valves, electric transformers and switchgear will be considered together with the equipment as a single facility.

**ACRONYMS/ABBREVIATIONS**

ADP	Automated Data Processing
ADPE	Automated Data Processing Equipment
AIS	Automated Information Systems
APC	Agency Program Coordinator
APM	Assistant Project Manager
AQL	Acceptable Quality Level
CDR	Contract Discrepancy Report
CDRL	Contract Data Requirements List
CFR	Code of Federal Regulations
CLIN	Contract Line Item Number
COD	Certificate of Disposition
COR	Contracting Officer's Representative
DARMP	Defense Automation Resources Management Program
DD Form	Department of Defense Form
DFARS	Defense Federal Acquisition Regulations Supplement
DFAS	Defense Finance and Accounting
DGR	Designated Government Representative
DISA	Defense Information Systems Agency
DITMS	Defense Information Technology Management System
DOD	Department of Defense
DOT	Department of Transportation
DON	Department of the Navy
DPM	Deputy Program Manager
DRMO	Defense Reutilization and Marketing Office
FAR	Federal Acquisition Regulations
FAX	Facsimile (Machine Transmission)
FedEx	Federal Express
FFP	Firm Fixed Price
FISC	Fleet Industrial Support Center
FY	Fiscal Year
GFE	Government-Furnished Equipment
GFFE	Government Furnished Facilities and Equipment
GFM	Government-Furnished Material
GFP	Government-Furnished Property
GOCO	Government Owned, Contractor Operated
GR	Government Representative
GSA	General Services Administration
HAZ COM	Hazardous Communication
HAZMAT	Hazardous Materials
HMC&M	Hazardous Material Control and Management
HMIR	Hazardous Material Inventory Report
ICP	Inventory Control Point
ILSMIS	Integrated Logistics Support Management Information System
ISP	Information Security Program
ISSA	Inter Service Support Agreement
JON	Job Order Number
KO	Contracting Officer
LAN	Local Area Network
MADR	Maximum Allowable Defect Rate
MHE	Material Handling Equipment

MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
NAVCOMPT	Navy Comptroller
NAVFAC	Naval Facilities (Command)
NAVMED	Naval Medical (Command)
NAVOSH	Navy Occupational Safety and Health
NAVSEA	Naval Sea Systems Command
NAVSUP	Naval Supply (Systems Command)
NISPOM	Naval Industrial Security Program Operating Manual
NOV	Notice of Violation
NSN	National Stock Number
O&M	Operation and Maintenance
OPNAV	Operational Navy
OPNAVINST	Operational Navy Instructions
OPSEC	Operation Security
OSHA	Occupational Safety and Health Administration
PC	Personal Computer
PCP	Purchase Card Program
PM	Project Manager
PNBC	Philadelphia Naval Business Center
POV	Privately Owned Vehicle
PPE	Personal Protective Equipment
PRS	Performance Requirements Summary
PWS	Performance Work Statement
QA	Quality Assurance
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QTY	Quantity
ROICC	Resident Officer In Charge of Construction
SECNAVINST	Secretary of the Navy Instruction
SF	Standard Form
SOP	Standard Operating Procedure
TRL	Technical Reference Library
U.S.C	United States Code
UPS	United Parcel Service
USPS	United States Postal Service
VOL	Volume
Y2K	Year 2000